

Agricultural Marketing Service
Cotton Programs
Administrative Office, Memphis

draft 4, May 2005
for the primary work results element for each staff member

Budget Technician, GS-561-8

Element 1. FINANCIAL MANAGEMENT RESULTS

The Budget Technician is responsible for accurate and timely billings and collections from the Cotton Board for reimbursement of the Research and Promotion Program; and for assisting the Budget Analyst in other financial duties.

Alignment: This element supports the Administrative Office's objective of providing high-quality administrative support services to the Cotton Program, consistent with Federal, USDA, and AMS policies and procedures.

Standard:

Results and measures for FULLY SUCCESSFUL. Evaluation is based on the supervisor's observations and review of work products; feedback from the Budget Analyst, Cotton Board and AMS Budget Office; and any other audits and reviews. In the judgment of the supervisor, in almost all cases:

- Cotton Board Account
 - bills to the Cotton Board reflect actual expenditures, and are submitted within required timeframes
 - payments/collections are verified as accurate, or appropriate action is taken to correct them
 - deposits are mailed with 1 workday of receipt of payments
 - FFIS is up-to-date and accurate
 - reconciliations of the account with the Board and the AMS budget office result in a clean audit
- Assistance to the Budget Analyst (BA).
 - assignments related to tracking Program expenditures and revenue earnings, billings and collections) are completed in accordance with instructions and assigned timeframes.
 - Analytical reports requested for planning or oversight purposes are completed in accordance with instructions and timeframes
 - Assignments related to the management of Agreements and documents processing are completed in accordance with instructions and timeframes